

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF PUBLIC SCHOOL CONSTRUCTION**1130 K STREET, SUITE 400
SACRAMENTO, CA 95814<http://www.dgs.ca.gov/opsc>

January 9, 1998

Mass Mailer #98-01

To: All School Districts and County Superintendents and Architects

Subject: **STREAMLINED REVIEW OF PLANS, SPECIFICATIONS AND COST ESTIMATES**

As part of our ongoing effort to provide faster, more efficient service to our clients, the Office of Public School Construction (OPSC) is introducing the first of several changes to the plan review process of the Change Order and Construction Allowance Team (COCAT) designed to increase the effectiveness of the process.

Effective January 1, 1998, the form package 74 GRM, which incorporates the forms for determining the construction cost allowance, should be completed by the district architect. The OPSC is now making available these calculation spreadsheets and forms that were previously completed only by the OPSC. This form package will be available for downloading from our Web Page in Microsoft Windows Excel beginning in January 1998. This change should substantially speed up the process and give architects and school districts more complete information relative to the State Allocation Board's cost allowances at the time of filing applications.

Also, attached on a related subject are the new construction and modernization guidelines for architects to use in developing project cost estimates on Forms SAB 506A and B. These guidelines set forth the acceptable SAB cost standards for Utility Services, Fire Code Allowances, Off-site and Service Site parameters, and Handicapped Access compliance. Cost estimates which exceed these standards will still require justification. Ineligible work must still be clearly identified on the cost estimate and be a part of the lump sum bid, subject to proration.

In order to facilitate the expeditious review of project planning documents, please observe the following guidelines beginning January 2, 1998:

- ◆ Complete plan submittals¹ need to be sent to OPSC, whether in electronic (Internet E-mail), diskette, or hardcopy form, or in some combination.
- ◆ The OPSC will begin reviewing plans and 3A diagrams using AutoCAD 14 with the AutoMap reader. We will also be accepting them in hardcopy form.
- ◆ Specifications must be submitted on diskette with separate subfiles for each division. We will no longer be accepting hardcopy versions.
- ◆ The cost estimates, Forms SAB 506A and B, may be produced in Excel, Lotus or hardcopy formats and will be available in Excel from our Web Site in January.
- ◆ Documentation will continue to be sent to the Project Manager.
- ◆ The OPSC will endeavor to respond to submittals in the form in which they are submitted.

¹ Planning documents include final plans, unapproved or DSA-approved, 3A diagrams; current cost estimates, and the architect's Certification of Changes to Final Plans (Form SAB 390) with DSA-approved plans only

These changes are meant to assist architects and plan reviewers in expediting the submittal and review processes. You may immediately begin using these new tools to enhance your next submittal, whether final unapproved plans or DSA-approved plans. In order for your school district to take advantage of these streamlining changes, it is important that you ensure that your architect is aware of them.

If you have any questions, I encourage you to contact George Shaw, COCAT Supervisor, at (916) 322-0331.

Sincerely,

TED W. DUTTON
Executive Officer

TWD:GS

Attachments